

## CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

### CLASSIFICATION

**TITLE:** Chief Medical Officer

**CLASS CODE:** 5687

### **GENERAL DESCRIPTION OF DUTIES:**

Incumbents in this classification provide medical oversight and auditing of jail facility clinics, health department clinics, public health programs, contracted medical and behavioral health services and staff.

### **DISTINGUISHING CHARACTERISTICS:**

This is an advanced-level managerial classification in the Public Health Series –Public Health Administrative Group job family within the City of St. Louis. Incumbents within this classification perform complex duties with a variety of related tasks. The distinguishing characteristics of this classification within the series include the primary responsibility for providing medical oversight and auditing for a variety of areas of public health.

Incumbents work under administrative direction. They are free to plan, direct and organize all phases of work necessary for its completion within broad program guidance. Incumbents generally report to an executive level administrative official.

Positions in this class have responsibility for setting broad policies, exercising overall authority for the execution of those policies and managing work units or operations. Incumbents are delegated on a regular and recurring basis full authority to establish comprehensive objectives and strategies for a department and its major subdivisions. This level of work considers all internal and external forces and developments on department strategies and goals, guides the integrated planning for functional activities, and continually reviews both objectives and their implementation for effectiveness.

### **EXAMPLES OF WORK (Illustrative Only):**

***(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)***

Plans, organizes, coordinates, and controls the work unit's operations/programs to establish operational priorities, coordinate said operations with other functions within the agency, and ensure program objectives and standards are established, attained, and congruent with overall goals.

Facilitates effective work relationships between the agency and other administrative and/or program systems.

Contributes to the formulations and justification of budgetary requests for the agency as a whole.

Develops and directs the implementation of operational plans pertinent to managed operations/programs to ensure the establishment of appropriate goals and the development of action steps to achieve these goals.

Determines and requests/submits staff, material, resource allocation, and equipment needs.

Develops and recommends new and revised statutes, rules, policies, and procedures to respond to changes in operational/program needs, objectives, and priorities and to improve the effectiveness of managed operations/programs.

Interprets and enforces federal, state, and local laws, rules, and regulations.

Serves as Medical Director of jail facility health care clinics and Department of Health clinical services, overseeing and auditing prevention, education, diagnosing, and treating various complex acute and chronic medical and behavioral health conditions.

Provides oversight, auditing, and evaluation of the performance of healthcare staff and healthcare contractors.

Reviews and provides oversight of medical and physical examinations, diagnoses, and prescribed medical and rehabilitative treatments and medications. Audits prescribed medications.

Plans and prepares protocols and standardized procedures.

Evaluates and reviews the work of contract and staff physicians.

Prepares timely, clear, and concise written and oral records and reports.

Inputs, accesses, and analyzes healthcare data using HIPAA-compliant platforms.

Conducts in-service training; attends and facilitates meetings.

Assures medical care meets quality assurance standards, including implementing the most recent standards for healthcare in jails. Helps direct efforts with healthcare staff and contractors to maintain accreditation.

Works with staff to develop a facility safety plan for staff, residents, and visitors.

Performs other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### **Data Utilization:**

Requires the ability to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/methods to meet unusual conditions within the context of existing theories and management principles.

### **Human Interaction:**

Requires the ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince, and train others. Ability to advise and interpret regarding the application of policies, procedure, and standard to specific situations.

**Equipment, Machinery, Tools and Materials Use:**

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a personal computer, calculator, projector, telephone and/or materials used in performing essential functions.

**Verbal Aptitude:**

Requires the ability to utilize reference, descriptive, consulting, design and advisory data and information such as fiscal and grant reports, journals, contracts, disciplinary forms, ordinances and policies, and other non-routine correspondence.

**Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication, division; calculate decimals and percentages; utilize the principles of basic algebra, geometry and trigonometry; interpret descriptive statistics and utilize principles of statistical inference; may include the ability to perform differential calculus.

**Functional Reasoning:**

Requires the ability to apply principles of logical or synthesis functions involving planning and directing of interrelated activities or multiple departments. Ability to deal with several concrete and abstract variables in working out approaches to major problems.

**Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization.

**Environmental Factors:**

Work is normally performed in an office environment under generally safe and comfortable conditions where exposure to disease and irate individuals poses a very limited risk of injury.

**Physical Requirements:**

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five (5) to ten (10) pounds.

Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:**

Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.